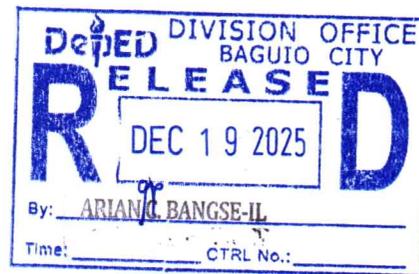




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



December 19, 2025

DIVISION MEMORANDUM

No. **840-2025**

**REQUEST FOR LEAVE OF ABSENCE DURING THE FINAL WORKING DAYS
OF DECEMBER 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. In consideration of the need to ensure the continuous operation of the Schools Division Offices and schools, all chiefs, section heads, and school heads are hereby reminded that no office shall be left unmanned during the final regular working days of December 2025. Sufficient personnel must be present at all times to attend to official functions, transactions, and other office- and school-related concerns.
2. Requests for leave of absence during the said period shall be subject to careful evaluation and approval, ensuring that at least one responsible staff member is designated to man each office. Chiefs, section heads, and school heads are instructed to manage staff schedules accordingly and ensure proper coordination within their respective offices.
3. Immediate and widest dissemination of this Memorandum is hereby directed.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
OIC-Assistant Schools Division Superintendent

OASDS/CFM/nde